

Seminar – OneNote 365

Course Length: 90 minute seminar

Overview: This session aims to give users a basic understanding of features in Microsoft OneNote 365. Learn how to note-take electronically, providing a flexible method to gather and organise information and share with colleagues.

Skills Gained: On completion of this course students should be able to:

- gain an understanding of OneNote 365, its features and how it can be used
- create a new notebook
- add pages and sections in both the desktop and online OneNote versions
- share a notebook in desktop and online versions
- draw, sketch and handwrite notes
- embed and edit Excel and other files in OneNote
- view edits by colleagues in shared notebooks
- use the Outlook integration in OneNote with flags

Key Topics:

- Getting Started with OneNote
 - What Is OneNote?
 - The OneNote desktop and OneNote Online Screens
- A New Notebook
 - Create a New Notebook
 - Create Pages
 - Create Sections
- Adding Content
 - Draw, sketch and handwrite notes on any device
 - Embed and edit Excel files
- Notebook Sharing
 - View recent edits by Author in a shared Notebook
- OneNote integration with Outlook
 - Create Outlook flags

Target Audience: This course is designed for users who are keen to learn how to use the many features of OneNote in a collaborative environment.

Prerequisites: This course assumes little or no knowledge of OneNote. However, it would be beneficial to have a general understanding of computers, Windows operating systems, unified communications, and Microsoft Office.

We can also deliver and customise these training courses for larger groups – saving your organisation time, money and resources. For more information, please contact us on 1800 853 276.